



COMMUNITY  
NEEDS INITIATIVE

50-H-3  
Approved by Senior Inspector  
MOL/RS/17/  
Full  
Charter  
20/01/2023



## Advert 04

**Title: Program Manager Volunteer**

**Location:** Juba with 40% field travels

**Reports to:** Country Team Leader

**Duration of contract:** 06 months

**Application Closing Date:** 16<sup>th</sup> /Feb/2023

**Position opened to:** South Sudanese nationals with at least 2 years continuous experience working with an NNGO/INGOs in related responsibility.

**Salary Range & Benefits:** To be discussed with successful candidate

### Organizational Context:

Community Needs Initiative (CNI) is a national non-profit, non-political and non-governmental organization established and registered with the Relief Rehabilitation Commission (RRC) in 2015 under registration number 161. CNI is a full member of the South Sudan NGO Forum and LRPf. The NGO aims at contributing to the communities through humanitarian and developmental activities contributing to CNI's Vision: *Healthier, self-reliant and enlightened South Sudanese communities*. The organization was established to serve the deprived and vulnerable groups of people with community driven projects/activities such as increasing access to sustainable HealthCare, WASH, Education, FSL, Gender equality, conflict mitigation & peace building and environmental protection.

CNI has implemented several projects covering 3 states of Central Equatoria, Eastern Equatoria and Western Barh El Ghazal states with support from Donors like UNMISS, JAC TRUST, UNESCO, Australian Embassy (DAP), EU through NRC, DFID through ADRA, JAPAN Embassy, OXFAM Novib, German Embassy, USAID through Internews, UNICEF, USAID (PROPEL) etc.

CNI works closely with partners, government offices and other agencies in implementing all its programs and projects.

Community Needs initiative (CNI) is therefore seeking for experience South Sudanese National to fill the above vacancy.





## POSITION DESCRIPTION

The primary responsibility of the Program Manager Volunteer is to coordinate and support the implementation of all aspects of programming within the Country with the guidance and support of the CNI Country Team Leader and the States Coordinators. He/she will be responsible for planning, implementing, monitoring and evaluating the Country programmes under the direction of the CNI Country team leader. He/she is required to identify and develop key opportunities for the programmes focused on the disadvantaged target groups including returnees, IDPs and other populations affected by conflict together with the CNI Country Team Leader. The Program Manager Volunteer will also be responsible for fundraising and grant Management. The PMV will work in close collaboration with the Project Coordinators and Officers in defining all aspects of the project cycle. He/she will implement positive and effective relationships with the partners and stakeholders in the interest of promoting CNI's objectives.

## KEY RESPONSIBILITIES

### Coordination of CNI Programmes

- In consultation with the CNI Country Team Leader and relevant stakeholders, analyse regularly the unmet needs of the direct beneficiaries and other populations of concern and suggest new initiatives to the Country Team Leader where applicable.
- Through a consultative process within the Country and Field visit, the PMV will assist in the development of strategies, methodologies, contingency plans that respond to new and emerging challenges for the Country.

### Project related activities

- With the support of the CTL and project coordinators/officers the PMV is responsible for planning, monitoring, reporting and evaluating of CNI projects within the Country
- Plan for and facilitate regular conduct needs assessment for each project site according to CNI standard and guidelines.
- Develop proposals and reports according to CNI Standard and donor related requirements (funding proposal/ reports in collaboration with the Country Team Leader and other senior Management Team)
- Frequent project visits to monitor and evaluate the activities to ensure timely and quality implementation according to CNI Vision, Mission and standard and guidelines and donor specific
- Conduct trainings to field staff and coordinators and other key staff (CLO, Project officers, CMVs) on project writing, management and Compliance, Monitoring and evaluation according to CNI standard and guidelines as well as suggesting improvement of planning, programming, implementation and current process





### **Support and communication**

- Whenever requested to represent CNI in Country meetings
- Communicate regularly with the state coordinators and Field Office Staff informing them of all major issues and development in programming within the Country

### **Relations with partners and donor agencies**

- Maintain close working relations with CNI's partners agencies as well as with other international development organization, funding agencies, stakeholders and beneficiaries
- Support the organizational fundraising action by maintain regular contacts with donor's representative and by submitting project funding
- In close collaboration with the CTL, Negotiates funding or fund-raising agreement
- Attend Cluster and other relevant coordination meetings
- Build strong rapport with the major partners/donors as well as with government and counterpart (Ministry of Education, Ministry of Health, Ministry of Agriculture and food security, ministry of social welfare
- Develop relevant communication tools to keep team members, partners and donors regularly informed of progress activities

### **Work with the Country Team**

- Work closely with other members of the field offices to fulfil its function of shared leadership through the coordination of all the programming efforts in the country.
- Attend regular team meeting, planning meetings and workshop in particular, collaborates with the Coordinators, Finance and Admin Officer, HR Officer, M&E Officer, Logistic and procurement Officer and any other Officer.

### **Budgeting**

- Regularly monitor project income and expenditure in conjunction with the finance and Admin Officer
- Assist the Country team leader in ensuring that projects have enough funding for their implementation
- Submit in conjunction with the finance and Admin Officer, the annual budget for the project to the Country Team Leader for approval

### **Key Performance Indicators**

- Timely production and submission of project proposal and reports
- Timely production of reports related to field visit highlighting recommendation and action taken
- Fund raised during the year performance can be assessed against a pre-defined fundraising goal.



## Language

Strong command over written and verbal communication in English. Arabic fluency is essential and any other indigenous languages of the respective states is an added value.

## Qualifications and experience

- Advance University Degree in Project Planning and Management or Business administration with 4 years in proposal writing and project writing, reporting writing and project monitoring and Evaluation with at least NGO.
- Knowledge and experience in professional framework and log frame
- Knowledge and experience in basic financial management including development and monitoring budget and financial reporting

## Required skills, attitude and competences

- Ability to prioritize and work under pressure
- Ability to work within team and provide support to colleagues
- Excellent interpersonal skills
- Proactive, optimistic and problem-solving skills required
- Demonstrated self-control and professionalism
- Team works and leadership skills
- Excellent communication and representation skills



## Required core values

- Good understanding of and compatibility with the values of CNI.
- Commitment to CNI's mission, vision and values; the ability to convey with enthusiasm CNI's role in accompanying and serving disadvantaged communities and to advocate for their right to protection, sustainable livelihoods and a life with dignity.
- High integrity, honesty and confidentiality; ability to deal tactfully and discreetly with people, situations and information.
- Acceptance of diversity and inclusion as a core value

## Commitment to Child Safeguarding:

CNI is committed to the safeguarding of children (under 18 years) who encounter with CNI personnel and volunteers in all CNI South Sudan work. All CNI Staff are expected to comply with CNI Child Protection Policy and Procedures in this regard and to sign a declaration of commitment to this effect.

## Commitment to Protection of Sexual Exploitation and Abuse (PSEA):

CNI takes the protection of sexual exploitation and abuse (PSEA) serious and all the CNI personnel and volunteers are expected to comply with the CNI-PSEA policy and to sign declaration of commitment





### Submission Requirements

**PLEASE NOTE:** Please send your CVs and a cover letter that indicates what skills and experience you have that meets the criteria and state your availability. The CV (maximum 3 pages) should include contacts (phone and email) for three professional referees. Note: Please note that only official email addresses for referees will be accepted.

Send the applications to: [cninngossudan161@gmail.com](mailto:cninngossudan161@gmail.com) submit hardcopy in a sealed envelope to CNI office at Atlabara 22 street next to the Mosque. CNI Offers employment based on relevance of qualification and experience and does not discriminate.

Due to urgent need to fill these positions, we will be reviewing the application as we receive. This position is open ONLY to nationals with a minimum of 3 years training experience in a respective TVET skills. Only short-listed candidates will be contacted.

